GinnieMae
Our Guaranty Matters

ADDING A POOL BY IMPORTING A POOL DATA FILE

1. Navigate to MyGinnieMae via https://my.ginniemae.gov.
2. Select **Login**.
3. Login with you MGM credentials.

4. Select **Pools & Loans** to access the MFPDM Applications.
5. Select **Add Pools** in the header section.
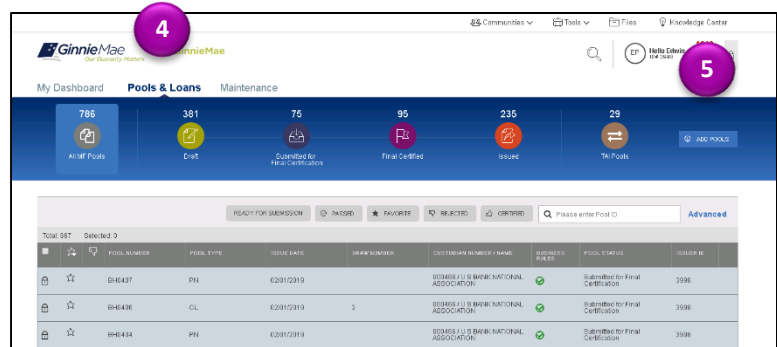
6. Select the **Browse** button to locate a compatible file containing pool/loan data to import.
7. Select the **Validate against Ginnie Mae Business Rules during import** checkbox to run the validation process during file import.
8. Select the **Override prior file submissions** checkbox to replace previously entered/imported data.